

To: DCPS Families
From: Robert M. Jaber, Director, Food & Nutrition Services
Date: August, 2022
Re: Child Nutrition Programs, Meal Charge Policy, and Dietary Accommodation

USDA Child Nutrition Programs

DC Public Schools (DCPS) is proud to offer nutritious meals to support student learning and success. DCPS participates in the National School Lunch Program and adheres to guidelines established by the United States Department of Agriculture (USDA) and the DC Healthy Schools Act. Our schools participate in the National School Breakfast Program, the National School Lunch Program, the Child and Adult Care Food Program, the Fresh Fruit and Vegetable Program, and the Summer Food Service Program.

With the expiration of COVID-19 waivers put in place by USDA, DCPS Food & Nutrition Services must resume charging for meals at non-Community Eligibility Provision (CEP) schools starting in school year 22/23. Breakfast remains at no cost to students at all DCPS schools; the lunch price is \$3.00 at non-CEP schools; and, afterschool meals (provided at select schools) are universally free. Contact your school administrator to learn about meal programs specific to your school.

Your student may qualify for free lunch through one of the following ways:

- a. If your student attends one of the 89 schools participating in the Community Eligibility Provision Program (CEP); to see this list of schools, please see page 4 of this document, visit the below web page, or contact your school: <https://dcps.dc.gov/page/community-eligibility-provision-cep-schools>.
- b. At non-CEP schools, DCPS students may qualify for free meals if:
 - a. Direct Certification:
 - i. Students are in households receiving benefits from the Supplemental Nutrition Assistance Program (SNAP), the Food Distribution Program on Indian Reservations (FDPIR), or Temporary Assistance for Needy Families (TANF).
 - ii. Students are foster children that are under the legal responsibility of a foster care agency or the court, or are homeless, migrant, categorically eligible, or runaway.
 - b. A [Free and Reduced-Priced Meal \(FARM\) application](#) is submitted and approved based on the Federal Income Eligibility Guidelines. See page 4 for list of DCPS that require a FARM application.

If your child does not attend a CEP school and is not directly certified, please complete the 2022 - 2023 Free and Reduced-Price Meal (FARM) application online at <https://dcps.dc.gov/FARM> to see if they are eligible for free lunch. NOTE: A new form must be completed each school year. The form for the following school year becomes available on July 1st each year. Automated communications are used to remind families to complete FARM applications to ensure all students qualifying for free meals are made aware of the application. All school-aged children in income-eligible households can receive school meal benefits regardless immigration status. The Public Charge rule does not apply to FARM benefits.

Current FARM Status Students

The 30-school day grace period for completing the FARM application for students who qualified for FARM or attended a CEP school last year ends on:

1. Grades K-12: October 14, 2022
2. Grades PK3-PK4: October 19, 2022

New FARM Applicants *(New to DCPS or no prior SY21-22 FARM application on file)*

New applicants, attending non-CEP schools, are strongly encouraged to have their applications submitted before August 29, 2022 to determine eligibility for DC's Department of Human Services' Pandemic EBT benefit distribution. For more information, please visit <https://dhs.dc.gov/service/pandemic-electronic-benefits-transfer-p-ebt-program>.

Local Meal Charge Policy

For complete details on our meal charge policy, visit: <http://dcps.dc.gov/page/meal-prices-and-payment>

Meal Payments at Non-CEP Schools

The balance of student meal accounts that have carried over from the 2019-2020 school year will be sent in a separate letter. You can check your student(s) meal account balance by logging into your myschoolbucks.com account.

Submit payment for lunch meals in one of the following ways:

1. By paying with a credit/debit card at www.myschoolbucks.com, an online pre-payment service, (there is a service charge of \$2.49 per transaction); or,
2. By sending a check or money order (student ID# **must** be included) made payable to the DC Treasurer to the following address:

DCPS Food and Nutrition Services
Attn: Nadine James, Meal Accounts
1200 First Street NE, 9th Floor
Washington, DC 20002

Students will never be refused a meal or served an alternate meal selection if there are no funds in the student account. The meal will automatically be charged to the student account and will create a negative meal balance. Students with a negative meal balance are not identified in any way during meal service and will receive the same meal choices.

Negative Meal Balance

As a courtesy reminder, once a student's balance exceeds \$9.00 (3 charged lunches), household notifications are made via automated communications (calls, text, email). Automated communications will continue until the negative meal balance is paid. The aforementioned payment methods (online and check/money order) can be used to pay off negative meal balances. If you'd like to be notified of a negative balance before reaching the \$9.00 threshold you can adjust the settings in your myschoolbucks.com account.

As your student continues to eat lunch and no payment is made, negative meal balances will increase. You can manage the meal balance by loading funds to your student's meal account. Any unpaid meal balances will rollover into the next school year. Any payments made will first go to pay off the negative meal balance. DCPS Food and Nutrition Services makes every effort to answer questions related to negative meal balances and repayment.

This institution is an equal opportunity provider. To see translated version of this letter, please visit:

<https://dcps.dc.gov/page/meal-prices-and-payment>

Dietary Accommodation Forms

If your student requires a special diet/meal plan for meals served through the USDA Child Nutrition Program, due to food allergy, medical condition, or philosophical/religious need, we need to know about it. Please complete a dietary accommodation form (<https://dcps.dc.gov/dietary-accommodations>) and submit the completed form to

dietary.forms@k12.dc.gov or to your school cafeteria manager. Please allow time for processing and development of menus. A new form must be submitted if any changes to your child's diet occur but no longer needs to be submitted each school year. FNS reserves the right to decline a request that is beyond a reasonable accommodation.

If you have any questions, please contact Food & Nutrition Services by phone at 202-299-2159 or email food.dcps@k12.dc.gov.

Sincerely,

Robert M. Jaber
Executive Director, Food & Nutrition Services
District of Columbia Public Schools

If any of your child(ren) attend a DCPS school listed below please complete [Free and Reduced Meal \(FARM\) application](#) in order to apply for free lunch for your child(ren) if they are not directly certified.

1. Benjamin Banneker High School
2. Brent Elementary School
3. Capitol Hill Montessori
4. Deal Middle School
5. Duke Ellington
6. Eaton Elementary School
7. Hardy Middle School
8. Hearst Elementary School
9. Hyde-Addison Elementary School
10. Jackson-Reed (Wilson) High School
11. Janney Elementary School
12. Key Elementary School
13. Lafayette Elementary School
14. Ludlow-Taylor Elementary School
15. Mann Elementary School
16. Maury Elementary School
17. Murch Elementary School
18. Oyster-Adams – Adams Campus
19. Oyster-Adams – Oyster Campus
20. Peabody Elementary School
21. Ross Elementary School
22. Shepherd Elementary School
23. Stevens Early Learning Center
24. Stoddert Elementary School
25. School Within A School – Goding
26. School Without Walls – Francis Stevens
27. School Without Walls High School
28. Watkins Elementary School

DCPS Community Eligibility Provision Schools (CEP) for School Year 2022-2023

If your child(ren) attend one of these schools you **do not** need to complete a Free and Reduced Meal (FARM) application. Your child(ren) will automatically receive free meals at their DCPS school.

1. Aiton Elementary School
2. Amidon Bowen Elementary School
3. Anacostia High School
4. Ballou High School
5. Ballou STAY
6. Bancroft Elementary School
7. Bard High School Early College DC
8. Barnard Elementary School
9. Beers Elementary School
10. Boone Elementary School
11. Brightwood Elementary School
12. Brookland Middle School
13. Browne Education Campus
14. Bruce Monroe Elementary School at Park View
15. Bunker Hill Elementary School
16. Burroughs Elementary School

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17. Burrville Elementary School
 18. C.W. Harris Elementary School
 19. Cardozo Education Campus
 20. Cleveland Elementary School
 21. Columbia Heights Education Campus
 22. Coolidge High School
 23. Dorothy I. Height Elementary School
 24. Drew Elementary School
 25. Dunbar High School
 26. Eastern High School
 27. Eliot Hine Middle School
 28. Excel Academy Public School
 29. Garfield Elementary School
 30. Garrison Elementary School
 31. H.D. Cooke Elementary School
 32. Hart Middle School
 33. Hendley Elementary School
 34. Houston Elementary School
 35. Ida B. Wells Middle School
 36. J.O. Wilson Elementary School
 37. Jefferson Middle School Academy
 38. John Lewis (West) Elementary School
 39. Johnson John Hayden Middle School
 40. Kelly Miller Middle School
 41. Ketcham Elementary School
 42. Kimball Elementary School
 43. Kramer Middle School
 44. Langdon Elementary School
 45. Langley Elementary School
 46. LaSalle-Backus Education Campus
 47. Leckie Elementary School
 48. Luke Moore Alternative High School
 49. MacFarland Middle School
 50. M.L. King Elementary School
 51. Malcolm X Elementary School at Green
 52. Marie Reed Elementary School
 53. McKinley Middle School
 54. McKinley Technology High School
 55. Military Road Early Learning Center (new in SY 22/23)
 56. Miner Elementary School
 57. Moten Elementary School
 58. Nalle Elementary School
 59. Noyes Elementary School
 60. Patterson Elementary School
 61. Payne Elementary School
 62. Phelps Architecture Construction and Engineering High School
 63. Plummer Elementary School
 64. Powell Elementary School
 65. Randle Highlands Elementary School
 66. Raymond Elementary School
 67. River Terrace Education Campus
 68. Ron Brown College Preparatory High School

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69. Roosevelt High School
 70. Roosevelt STAY
 71. Savoy Elementary School
 72. Seaton Elementary School
 73. Simon Elementary School
 74. Smothers Elementary School
 75. Sousa Middle School
 76. Stanton Elementary School
 77. Stuart-Hobson Middle School (new in SY 22/23)
 78. Takoma Education Campus
 79. Thomas Elementary School
 80. Thomson Elementary School
 81. Truesdell Elementary School
 82. Tubman Elementary School
 83. Turner Elementary School
 84. Tyler Elementary School
 85. Van Ness Elementary School (new in SY 22/23)
 86. Walker-Jones Education Campus
 87. Wheatley Education Campus
 88. Whittier Elementary School
 89. Woodson H.D. High School

In accordance with federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, this institution is prohibited from discriminating on the basis of race, color, national origin, sex (including gender identity and sexual orientation), disability, age, or reprisal or retaliation for prior civil rights activity.

Program information may be made available in languages other than English. Persons with disabilities who require alternative means of communication to obtain program information (e.g., Braille, large print, audiotape, American Sign Language), should contact the responsible State or local Agency that administers the program or USDA's TARGET Center at (202) 720-2600 (voice and TTY) or contact USDA through the Federal Relay Service at (800) 877-8339.

To file a program discrimination complaint, a Complainant should complete a Form AD-3027, *USDA Program Discrimination Complaint Form* which can be obtained online at: <https://www.usda.gov/sites/default/files/documents/USDA-OASCR%20P-Complaint-Form-0508-0002-508-11-28-17Fax2Mail.pdf>, from any USDA office, by calling (866) 632-9992, or by writing a letter addressed to USDA. The letter must contain the complainant's name, address, telephone number, and a written description of the alleged discriminatory action in sufficient detail to inform the Assistant Secretary for Civil Rights (ASCR) about the nature and date of an alleged civil rights violation. The completed AD-3027 form or letter must be submitted to USDA by:

- (1) **mail:**
U.S. Department of Agriculture
Office of the Assistant Secretary for Civil Rights
1400 Independence Avenue, SW
Washington, D.C. 20250-9410; or
- (2) **fax:**
(833) 256-1665 or (202) 690-7442; or
- (3) **email:**
program.intake@usda.gov

This institution is an equal opportunity provider.